



*Commonwealth of Virginia*  
*DEPARTMENT OF SOCIAL SERVICES*

November 4, 2016

Ms. Christine Connell, CEO  
Lutheran Social Services of the National Capital Area  
7401 Leesburg Pike  
Falls Church, Virginia 22043

Dear Ms. Connell:

Re: Standard Contract # CVS-12-089-02

The Virginia Department of Social Services has completed the process of implementing Lutheran Social Services of the National Capital Area renewal Standard Contract with the Office of Newcomer Services. You may now begin submitting invoices for reimbursement for services rendered effective October 1, 2016.

Enclosed you will find a signed copy of the renewal for your agency's records. Please review the enclosed renewal contract and all supporting documents thoroughly. Upon review of the enclosed documents, if you have any questions or concerns feel free to contact me at anytime (804) 726-7644.

Thank you for your continued partnership and the Office of Newcomer Services looks forward to working with your agency throughout this FFY 2017 contract period.

Sincerely,

A handwritten signature in black ink, appearing to read "Fran Inge".

Fran Inge, Acting Director  
Office of Newcomer Services

Enclosures

cc: Mr. Mamadou Sy, Director, LSS



Commonwealth of Virginia  
DEPARTMENT OF SOCIAL SERVICES

September 26, 2016

Ms. Christine Connell, CEO  
Lutheran Social Services of the National Capital Area  
7401 Leesburg Pike  
Falls Church, Virginia 22043



Dear Ms. Graves:

Re: Renewal of Contract DSS No. CVS-12-089-02

The Commonwealth of Virginia Department of Social Services, in accordance with the Standard Contract referenced above, Section XI, Part B, Renewal of Contract, wishes to renew the above referenced Standard Contract, as modified, for an additional 12 months.

The period of renewal will be from October 1, 2016 through September 30, 2017. The renewal award amounts are **\$194,250** Refugee Social Services (RSS) and **\$55,000** Targeted Assistance Program (TAP). The aforementioned award amounts shall not exceed a total combined expenditure of **\$249,250**.

It is understood and agreed that the Scope of Services and all terms and conditions of the original contract, as modified, shall remain the same during the contract renewal period. Please signify acceptance of this letter of renewal by signing in the space provided below and returning it to this office within five (5) business days.

Sincerely,

Fran Inge, Acting Director  
Office of Newcomer Services

Lutheran Social Services of the  
National Capital Area

By: 

Title: CFO

Date: 10/6/16

Virginia Department of Social Services

By: 

Title: PURCHASING MANAGER

Date: 10-31-16



## VIRGINIA OFFICE OF NEWCOMER SERVICES

### PERFORMANCE OUTCOME GOALS

#### **EMPLOYMENT**

**CONTRACTOR:** Migration and Refugee Services

**PROGRAM:** RSS X

**PERIOD:** October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	415
Number of all job placements	340
Number of full time job placements	230
Refugee Cash Assistance terminations due to placements	50
Average hourly wage of all full-time job placements	\$13.75
Number of full time job placements that offer health benefits within 90 days after employment	161
Number of jobs in which client placed is still employed 90 days after placement	255



**VIRGINIA OFFICE OF NEWCOMER SERVICES**

**PERFORMANCE OUTCOME GOALS**

**EMPLOYMENT**

**CONTRACTOR:** Lutheran Social Services

**PROGRAM:** TAP X

**PERIOD:** October 1, 2016 through September 30, 2017

Unduplicated number of persons to be served with employment services	40
Number of all job placements	32
Number of full time job placements	24
Refugee Cash Assistance terminations due to placements	5
Average hourly wage of all full-time job placements	\$11.75
Number of full time job placements that offer health benefits within 90 days after employment	19
Number of jobs in which client placed is still employed 90 days after placement	24

**B 1: BUDGET SUMMARY - DSS FUNDS**

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

BUDGET CATEGORY	RSS PROGRAM COMPONENT	TAP PROGRAM COMPONENT	TOTAL DSS REQUEST
SALARIES	\$125,429.00	\$39,892.00	\$165,321.00
EMP. BENEFITS	\$25,086.00	\$7,978.00	\$33,064.00
POSTAGE	\$120.00	\$40.00	\$160.00
RENT & UTILITIES	\$6,800.00	\$400.00	\$7,200.00
EQUIPMENT	\$0.00	\$0.00	\$0.00
PRINTING	\$500.00	\$100.00	\$600.00
CONSUMABLE SUPPLIES	\$3,605.00	\$151.88	\$3,756.88
TRAVEL	\$7,400.00	\$2,106.00	\$9,506.00
OTHER	\$5,885.00	\$832.12	\$6,717.12
OTHER (ADM. OVERHEAD)	\$19,425.00	\$3,500.00	\$22,925.00
<b>TOTAL REQUESTED FROM DSS</b>	<b>\$194,250.00</b>	<b>\$55,000.00</b>	<b>\$249,250.00</b>

<p><b>WHAT PERCENT IS THE TOTAL REQUESTED FROM DSS OF THE TOTAL AGENCY/ORGANIZATION BUDGET</b></p>	<p><u>2%</u></p>
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# B 2: BUDGET SUMMARY - DSS FUNDS TAP

SUB-GRANT PERIOD: FROM 10/01/16 TO 09/30/17 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 39,892.00
EMP. BENEFITS	Calculated at 20% of annual salaries	\$ 7,978.00
POSTAGE	Calculated at \$10 per month	\$ 40.00
RENT & UTILITIES	Phones	\$ 400.00
EQUIPMENT	Equipment and furniture purchase	\$ -
PRINTING	Printing & Copying	\$ 100.00
CONSUMABLE		
SUPPLIES	Office stationary and supplies	\$ 151.88
TRAVEL	Mileage reimbursement	\$ 2,106.00
OTHER (Specify)	Insurance	\$ 132.12
OTHER (Specify)	Employer Luncheon/Recognition	\$ 100.00
OTHER (Specify)	Client Training Classes	\$ 100.00
OTHER (Specify)	Staff training and incentives	\$ 100.00
OTHER (Specify)	Advertising and recruitment	\$ 100.00
OTHER (Specify)	World Refugee Day expense	\$ 100.00
OTHER (Specify)	Federal A-133 Audit	\$ 200.00
OTHER (Specify)	Administrative overhead calculated at 10%	\$ 3,500.00
<b>TOTAL REQUESTED FROM DSS</b>		<b>\$ 55,000.00</b>

\* Awarded funds cannot be used to supplant existing funds.

## B 2: BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

Program: \_\_\_\_\_

RSS of TAP

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	2%	\$ 84,296.23	\$ 1,686.00
2. Resettlement Mgr/Razan Osman		37.5	6%	\$ 50,440.08	\$ 3,026.00
3. Job Developer/Lizhette Collarana		37.5	20%	\$ 31,930.00	\$ 6,386.00
4. Vocational Training Specialist/Jasmine Stocks		37.5	60%	\$ 31,000.00	\$ 18,600.00
5. Employment Program Manager/ Nizama Tikvina		37.5	2%	\$ 44,692.80	\$ 894.00
6. Job Developer/TBD		37.5	30%	\$ 31,000.00	\$ 9,300.00
<b>TOTAL SALARIES REQUESTED FROM DSS</b>			FTE 120.00%	\$ 273,359.11	\$ 39,892.00

### EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS	Rate
FICA	1-5	7.65%	\$ 20,911.97	\$ 3,052.27	7.65%
PENSION/RETIREMENT	1-2	4.50%	\$ 6,063.13	\$ 686.02	1.72%
HEALTH INSURANCE	1-5	756.00	\$ 907.20	\$ 3,191.26	8.00%
WORKERS COMPENSATION	1-5	2.06%	\$ 5,631.20	\$ 135.03	0.34%
UNEMPLOYMENT	1-5	6.60%	\$ 1,650.00	\$ 757.90	1.90%
LTD, LIFE INS, ADD	1-5	2.46%	\$ 6,724.63	\$ 155.52	0.39%
<b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b>				\$ 7,978.00	

**B 3: BUDGET - OTHER PROPOSED EXPENSES TAP**  
 OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAL TOTAL</b>	Monthly Postage of \$10.00	\$ 40.00
Administrative		
Program		
<b>RENT AND UTILITIES TOTAL</b>		\$ 400.00
Rent		
Utilities	Historical Cost	\$ -
Telephone	Landlines, cellular phones and Internet	\$ 400.00
<b>EQUIPMENT TOTAL</b>		\$ -
Equipment Purchase		
Equipment Rental		
<b>PRINTING TOTAL</b>		\$ 100.00
Administrative	Printing & Copying	\$ 100.00
Program		
<b>CONSUMABLE SUPPLIES TOTAL</b>	Purchase of agency letterhead and office supplies	\$ 151.88
Office		
Program		

**BUDGET - OTHER PROPOSED EXPENSES TAP, continued**

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>	1.2 FTE * \$50 mile * 12 * 300 miles + Parking	\$ 2,106.00
Administrative		
Program		
<b>OTHER TOTAL</b>		\$ 4,332.12
Insurance	Professional Liability	\$ 132.12
Other (specify)	Advertising and recruitment	\$ 100.00
Other (specify)	World Refugee Day	\$ 100.00
Other (specify)	Client Training	\$ 100.00
Other (specify)	Employer Luncheon/Recognition	\$ 100.00
Other (specify)	Staff training and incentives	\$ 100.00
Other (specify)	Federal A-133 Audit	\$ 200.00
Other (specify)	Administrative overhead calculated at 10%	\$ 3,500.00

TOTAL AMOUNT REQUESTED FROM DSS:

\$ 7,130.00



**B 1: BUDGET SUMMARY - DSS FUNDS**

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

BUDGET CATEGORY	RSS PROGRAM COMPONENT	TAP PROGRAM COMPONENT	TOTAL DSS REQUEST
SALARIES	\$125,429.00	\$39,892.00	\$165,321.00
EMP. BENEFITS	\$25,086.00	\$7,978.00	\$33,064.00
POSTAGE	\$120.00	\$40.00	\$160.00
RENT & UTILITIES	\$6,800.00	\$400.00	\$7,200.00
EQUIPMENT	\$0.00	\$0.00	\$0.00
PRINTING	\$500.00	\$100.00	\$600.00
CONSUMABLE SUPPLIES	\$3,605.00	\$151.88	\$3,756.88
TRAVEL	\$7,400.00	\$2,106.00	\$9,506.00
OTHER	\$5,885.00	\$832.12	\$6,717.12
OTHER (ADM. OVERHEAD)	\$19,425.00	\$3,500.00	\$22,925.00
<b>TOTAL REQUESTED FROM DSS</b>	<b>\$194,250.00</b>	<b>\$55,000.00</b>	<b>\$249,250.00</b>

<p><b>WHAT PERCENT IS THE TOTAL REQUESTED FROM DSS OF THE TOTAL AGENCY/ORGANIZATION BUDGET</b></p>	<p><b>2%</b></p>
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## B 2: BUDGET DETAIL - SALARIES AND EMPLOYEE BENEFITS

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

STAFF POSITION	SALARIES	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
1. Program Director/ Mamadou Sy		37.5	8%	\$ 84,296.23	\$ 6,744.00
2. Grants Administrator/ Eros Tuladhar		37.5	5%	\$ 60,883.30	\$ 3,044.00
3. Regional Director/ Razan Osman		37.5	8%	\$ 50,440.08	\$ 4,035.00
4. Employment Program Manager/Nizama Tikvina		37.5	45%	\$ 44,692.80	\$ 20,112.00
5. Vocational Training Specialist/Jasmine Stocks		37.5	40%	\$ 31,000.00	\$ 12,400.00
6. Senior Job Developer/Amalma Bashari		37.5	95%	\$ 31,930.00	\$ 31,850.00
Job Developer/TBD		37.5	70%	\$ 31,000.00	\$ 21,700.00
7. Job Developer/Lizhette Collarana		37.5	80%	\$ 31,930.00	\$ 25,544.00
<b>TOTAL SALARIES REQUESTED FROM DSS</b>			<b>351%</b>	<b>\$ 366,172.41</b>	<b>\$ 125,429.00</b>

### EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA	1-11	7.65%	\$ 28,012.19	\$ 9,597.00
PENSION/RETIREMENT	1-11	4.50%	\$ 16,477.76	\$ 2,157.00
HEALTH INSURANCE	1-11	1,107.00	\$ 13,284.00	\$ 10,034.00
LIFE INS/ADD/LTD	1-11	1.60%	\$ 5,867.76	\$ 426.00
UNEMPLOYMENT	1-11	2.70%	\$ 1,920.00	\$ 2,383.00
OTHER WORKERS COMP	1-11	0.11%	\$ 683.00	\$ 489.00
<b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b>				<b>\$ 25,086.00</b>

Rate

7.65%  
1.72%  
8.00%  
0.34%  
1.90%  
0.39%

## B 2: BUDGET SUMMARY - DSS FUNDS RSS

SUB-GRANT PERIOD: FROM 10/01/16 TO 09/30/17 SUB-GRANTEE NAME: Lutheran Social Services of the National Capital Area

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST
SALARIES		\$ 125,429.00
EMP. BENEFITS	Calculated at 26.58% of salaries	\$ 25,086.00
POSTAGE	Calculated at \$10 per month	\$ 120.00
RENT & UTILITIES	Phones	\$ 6,800.00
PRINTING	Program flyers, brochures, and Employer Luncheon	\$ 500.00
CONSUMABLE		
SUPPLIES	Office stationary and supplies	\$ 3,605.00
TRAVEL	Mileage reimbursement	\$ 7,400.00
OTHER (Specify)	Insurance	\$ 485.00
OTHER (Specify)	World Refugee Day Expense	\$ 500.00
OTHER (Specify)	Staff training and incentives	\$ 700.00
OTHER (Specify)	Client Training	\$ 3,000.00
OTHER (Specify)	Advertising and recruitment	\$ 600.00
OTHER (Specify)	A-133 Program Audit	\$ 600.00
OTHER (Specify)	Administrative overhead calculated at 10%	\$ 19,425.00
<b>TOTAL REQUESTED FROM DSS</b>		<b>\$ 194,250.00</b>

\* Awarded funds cannot be used to supplant existing funds.

**B 3: BUDGET - OTHER PROPOSED EXPENSES RSS**

OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAL TOTAL</b>		
Administrative	\$10 Per month Postage	\$ 120.00
Program		
<b>RENT AND UTILITIES TOTAL</b>		
Rent		\$ 6,800.00
Utilities	Historical trends/Move	\$ 4,800.00
Telephone	Landlines, cellular phones and internet	\$ 2,000.00
<b>EQUIPMENT TOTAL</b>		
		\$ -
<b>PRINTING TOTAL</b>		
Administrative	Program brochures, flyers and	\$ 500.00
Program		
<b>CONSUMABLE SUPPLIES TOTAL</b>		
Office	Purchase of agency letterhead and office supplies	\$ 3,605.00
Program		

**BUDGET - OTHER PROPOSED EXPENSES RSS, continued**  
OFFEROR NAME Lutheran Social Services of the National Capital Area

Contract Period FROM 10 / 01 / 16 TO 09 / 30 / 17

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>		
Administrative	50 miles per FTE X .50 Cents X 12 months + Parking	\$ 7,400.00
Program		
<b>OTHER TOTAL</b>		
Insurance	Professional Liability	\$ 25,310.00
Other (specify)	Advertising and recruitment	\$ 485.00
Other (specify)	Client Training	\$ 600.00
Other (specify)	World Refugee Day	\$ 3,000.00
Other (specify)	Staff training and incentives	\$ 500.00
Other (specify)	A-133 Program Audit	\$ 700.00
Other (specify)	Administrative overhead calculated at 10%	\$ 600.00
		\$ 19,425.00

TOTAL AMOUNT REQUESTED FROM DSS: \$ 43,735.00